

Southern Ohio Council of Governments

POSITION DESCRIPTION

Title: SSA Assessor

Requirements:

Bachelor's Degree. SSA Certification. Experience working with people with disabilities, families, providers, and other agencies preferred.

Duties:

Conduct the interRAI assessment according to DODD guidelines, for initial waiver eligibility, redetermination (e.g. every three years), or in response to significant change of condition for individuals enrolled or seeking enrollment in developmental disabilities waiver services.

Share results with Service and Support Administrators (SSAs) to guide support planning, individual support plans, and budget determination.

Collect data from multiple sources: direct interview, observation, health records, staff reports, etc.

Document assessment results and submit required reports to DODD or county system within required timeframes.

Maintain and updates a regular caseload of assigned assessments.

Complete Targeted Case Management Documentation (TCM). Ensure completed TCM documentation is filed in applicable individual's record. Use designated computer software programs, as identified by each Board, for duties such as, but not limited to, assessments, service planning, reviewing services, documentation, record keeping.

Communicate clearly and professionally with individuals, families, and providers to explain the assessment process and results.

Follow all DODD, Medicaid, and SOCOG procedures related to assessment, confidentiality, and data integrity.

Maintain certification and ongoing competency in the use of the interRAI assessment tool.

Promote informed choice, supported decision-making, and self-determination for people with disabilities.

Participate in job related training to maintain a current base of knowledge and expertise as it relates to the job.

Understand and practice professional ethics in keeping with the confidentiality of information and materials with which he/she may come in contact with.

Attend staff meetings and other professional meetings as required.

Adhere to SOCOG policies and procedures.

Provide exemplary customer service through courteous, responsive interactions with county board staff, providers, and individuals receiving services.

Ability to prepare meaningful, concise & accurate reports, gather, collate & classify information about data, etc. Ability to work in a team environment. Effective organization and communication skills.

Provide and conduct other assessments on an as needed basis.

The foregoing is not intended to represent an exclusive listing of job duties and work characteristics included within the position. Other duties and work characteristics may be required which serve to meet the Council's operational and program activities.

Supervisor: SSA Supervisor

Working time: 40 hours per week, generally 8:00am to 4:00pm Monday-Friday. May work evenings and flexible hours as needed based on operational need. Frequent travel is required to assigned counties.

Other: Must maintain a valid Driver's License and maintain status of insurability for motor vehicle insurance. Acceptable BCI/FBI background check. Drug screen required upon offer of employment.

Approved by SOCOG board: _____